

FINAL

BAC 2004 Minutes
Meeting Date: 9/28/04

Milford Budget Advisory Committee Meeting Minutes Meeting Date 9/28/04 Minutes Approved 10/5/04

Attendance:

Therese Muller
Bill Fitzpatrick
Don Caisse
Didi Carter
Mike Roske
Kevin Taylor
Gil Archambault

Topics of Discussion:

BAC Department Coverage Adjustments
Approval of Minutes
Closure of Action Items
Upcoming Meetings
Old Business:
 Clarification of Field Maintenance Costs
 Continuation of review of BOS budgetary meetings
New Business:
 Department assignments for 10/5 BAC meeting

Next Meeting: Next BAC meeting will be at 7:30 on Tuesday 10/5, in the Keyes Meeting Room at the Wadleigh Memorial Library.

BAC Committee Coverage Adjustments

Kevin Taylor will be the third BAC member on the team evaluating Public Works and the water fund. He will also be the second BAC member on the team evaluating the Recreation department and the Recreation Revolving Fund. Finally, Kevin will replace Didi on the team evaluating the Ambulance department budget.

Mike Roske and Therese Muller have exchanged Assessing for Planning. Mike will now evaluate Assessing with Don Caisse, and Therese will evaluate Planning with Don.

The current BAC members assigned to each department/budget section are as follows:

Section/Department	BAC Member(s) Assigned
Administration (Except info. systems)	Bill, Therese
Administration (Information Systems)	Joe, Mike
Ambulance	Joe, Kevin
Assessing	Don, Mike
Building/Zoning	Mike, Bill
Conservation	Didi
Emergency Management	Joe, Mike
Finance	Therese, Didi
Fire	Gil, Joe

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Section/Department	BAC Member(s) Assigned
Library	Bill, Didi
Mediation/Host Homes	Didi
Planning	Don, Therese
Police	Bill, Don
Public Works (except Solid Waste)	Gil, Joe, Kevin
Public Works (Solid Waste)	Bill, Didi
Recreation	Didi, Kevin
Recreation Revolving Fund	Didi, Kevin
Town Clerk/Tax Collector	Bill, Therese
Welfare	Therese
Water Fund	Gil, Joe, Kevin
Sewer Fund	Mike, Therese

APPROVAL OF MINUTES

The BAC voted 7-0 (2 absent) to approve the meeting minutes of the 9/21 BAC meeting with a minor editorial change: The Data Operations Technician (DOT) heads the Information Systems (IS) department, not the Information Technology (IT) department.

CLOSURE OF ACTION ITEMS

Bill provided documentation of contact information for all department heads as requested.

Bill determined that the A/V room will meet the space requirements of the BAC for one meeting.

Therese verified that there is no more missing information in any BAC copy of the proposed budget.

UPCOMING MEETINGS

From now until the end of November, the BAC will meet weekly on Tuesdays at 7:30pm. Space has been reserved in the Library for these meetings. The Keyes Meeting Room (upstairs) is available for all meetings except 10/19, 10/26, and 11/9. The 10/19 meeting will be held in the A/V room downstairs at the Library. The 10/26 and 11/9 meetings will be held in the Conference Room adjacent to the Keyes Meeting Room.

Therese will post all of these meetings with Dawn Griska as public sessions.

OLD BUSINESS:

Clarification of Field Maintenance

After further review, the BAC has determined that the Field Maintenance cost line item (13502-543620) discussed at the 9/21 meeting documents **ONLY** the cost of outside contracting required for Field Maintenance on those occasions when Public Works employees are too busy with higher priority activities to perform this task. The \$4,280 budgeted for 2005 does not include costs for Milford employees doing work or the use of any Town-owned equipment. This

line item could be increased if additional field maintenance work is required of outside contractors.

A cost of \$16,000 was estimated to cover contracting the total field maintenance package to an outside supplier, thus relieving the Public Works Department of any Field efforts other than managing the independent contractor chosen. The BOS is beginning to show signs that the use of outside suppliers is a solution that is preferred to hiring additional staff because of cost and reliability advantages.

The BAC asked the BOS how much labor cost would be saved by not having a Town employee perform field maintenance. Public Works responded that no labor savings would be realized, but that eliminating this task would free labor hours to be used toward tasks that are not being accomplished because no labor is available.

The BAC believes that Public Works employees should be held accountable for assigned tasks, and is concerned that the inability of the department to adequately service the Town's needs may be a personnel management issue and not simply a lack of resources. The involuntary turnover rate of Town employees is nearly nil, leading the BAC to believe that under performing workers do not have incentive to be more efficient and complete all assigned work.

The BAC team evaluating Public Works will attempt to determine the labor hours allocated to each Public Works responsibility and decide if additional staff is truly needed as requested, or if better time management and accountability could solve the majority of the service issues.

The BAC discussed the possibility of charging the MCAA for field maintenance, creating a revenue offset for some of the costs.

The BAC voted to approve the following statement:

*"The BAC recommends that the Town continue mowing the MCAA fields at no cost to MCAA, as the MCAA provides a valuable service at no cost to the town."
(vote: 7-0, 2 absent)*

Continuation of review of BOS Budgetary Meetings:

1. Fire Department Additional Call Staff:

At the 9/27 BOS regular meeting, the Fire Chief was told that creating an additional 5 daytime call positions was acceptable – as long as the cost for those positions could fit in the currently proposed 2005 budget amount. No additional Fire Department expenditure would be authorized.

2. Police Department Additional Staff:

The Police Chief indicated that the department was operating at high levels of efficiency and was therefore able to be successful even with 3 positions unfilled that were funded for 2004. The BOS therefore concluded that the 3 additional positions (total of 6) requested for 2005 must be unnecessary and are not approved.

NEW BUSINESS

BAC members have not yet met with department heads individually. This will begin now that the BOS has completed their review of a large portion of the proposed budget. BAC members

assigned to the following departments will attempt to meet and provide recommendations at the 10/5 BAC meeting:

Assessing (Mike/Don)

Building/Zoning (Mike/Bill)

Recreation (Didi/Kevin)

Town Clerk/Tax Collector (Bill/Therese)

CLOSING

The BAC meeting adjourned at 9:00pm.

Next meeting will be in the Keyes Meeting Room at 7:30 on Tuesday 10/5/04

ACTION ITEMS FROM 9/28 MEETING:

Therese: Post all upcoming BAC meetings as public sessions.

VOTES AT THE 9/28 MEETING:

The BAC voted to approve the following statement:

"The BAC recommends that the Town continue mowing the MCAA fields at no cost to MCAA, as the MCAA provides a valuable service at no cost to the town."

(vote: 7-0, 2 absent)

===END=====